

**CONFIDENTIAL***Office Memorandum* • UNITED STATES GOVERNMENT

TO : Advisor for Management

DATE: 31 July 1951

FROM : Comptroller

SUBJECT: Increase in Administrative Services Office T/O

1. Your proposed memorandum of 27 July 1951 addressed to DD/A approving an increase of [ ] positions for Administrative Services Office and [ ] request are returned herewith with the following comments.

2. In regard to the request for [ ] additional truck drivers this office was informed by the Chief, Transportation Division, in connection with the request for additional trucking equipment that the proposed addition of new trucks would not require any increase in personnel. Based on this information this office advised the Projects Review Committee in recommending approval of the project that no additional personnel would be required but that the requested additional types of equipment would permit more efficient and economical utilization of the present staff and equipment.

3. Relative to the increase requested in the Printing and Reproduction Division of [ ] positions, you are advised that representatives of the Bureau of the Budget have been informed in writing and in numerous conferences that the total personnel requirements of the future Reproduction Plant would amount to [ ] positions which represented an increase of [ ] positions over the then approved T/O of [ ]. It was also pointed out that the CIA Reproduction Plant and the GPO Printing Plant in South Building could be merged and operated with a total of [ ] personnel which would result in a net savings of [ ] positions. The total authorization of the two plants then amounted to [ ] positions, CIA Reproduction [ ] and GPO [ ].

4. The merger was not approved. However, it is realized that the Bureau of the Budget approved the purchase of certain letter press equipment for [ ] the training of personnel. Representatives of the Bureau of the Budget will be vitally interested in the number of personnel required to perform this additional work and also they will question any increases over the previous estimate of [ ] unless completely justified in detail.

5. It is noted that no explanation and/or justification is given except the mere statement: "As a result of the recent decision regarding CIA printing, it is requested that the name of this Division be changed to "Printing and Reproduction Division" and that the T/O and organization be changed to appear as follows:".

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6. Recently there have been many requests for increases in T/O submitted with little or no justification at all. As you well realize, it is getting very difficult to obtain approval of the Bureau of the Budget for increases in personnel particularly on the administrative side. Therefore, your cooperation is solicited in obtaining the best justification possible in each and every case.

7. The attached will be given prompt consideration upon submission of additional information.



E. R. SAUNDERS  
Comptroller

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Attachments

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